

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL COMMISSION**

#### **WATER SYSTEMS TECHNICIAN SUPERVISOR**

##### **DEFINITION:**

Under direction, in a field and/or plant setting, to supervise the work of multiple crews or units of a division engaged in constructing, repairing, maintaining and installing various components of water storage, transmission, filtration and distribution systems.

##### **\* EXAMPLES OF DUTIES:**

###### **As part of a formal rotation program:**

- Plan, coordinate, assign and supervise the work of multiple crews or a large unit of a division engaged in constructing, repairing, maintaining and installing various components of water storage, transmission, filtration and distribution systems, the size and duties of the units being such that the primary functions of the position are supervisory;
- Assign daily work to crews and develop long term work schedules;
- Develop work procedures and procedural guidelines;
- Review and inspect work in progress in the field;
- Investigate and recommend solutions and resolutions to employee problems and public complaints;
- Determine staff, equipment and material needs for unit or crews;
- Estimate costs and monitor the use of budgeted staff hours;
- Prepare as built sketches and read blueprints;
- Prepare stock requisitions, work reports and equipment reports;
- Keep records and maintain logs of work completed;
- Enforce department regulations and safety procedures;
- Train staff and develop training procedures, plans and programs;
- Develop and assist in maintaining rotational programs;
- Evaluate staff and provide necessary discipline and rewards and recognition to encourage peak performance;
- Review time cards, and authorize leave and overtime;
- Act for other supervisory personnel in their absence;
- Perform related tasks.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

One year of full-time experience as a Senior Water Utility Supervisor. **OR** Two years as a City of San Diego Water Utility Supervisor or Water Systems Technician IV. **OR** Three years of full-time experience as a City of San Diego Water Systems Technician III. **OR** Five years of full-time experience constructing, repairing, and maintaining various components of water, or other similar types of pipeline (4" or larger), distribution, collection, storage, filtration, transmission, or related systems. Experience must also include maintenance and repair work on three or more of the following: valves, pumps, piping systems, backflow prevention devices, meters, water storage systems, reservoir or related facilities. A State of California Water Distribution Systems Operator certification is required. A California Class C or Class B Driver's Licence is required.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.